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| <p align="center"><b>CM/ECF</b></p> <p align="center"><b>User's Guide</b></p> <p align="center"><b>Part 2</b></p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p> | <p>Chapter</p> <p align="center"><b>Processing New Cases</b></p>           |
|  | <p>Section</p> <p align="center"><b>Appeals – Appellee Designation</b></p> |

**Docket**

**Appellee Designation**

|                |   |
|----------------|---|
| <b>STEP 1</b>  | Select Bankruptcy or Adversary  |
| <b>STEP 2</b>  | Select Appeal   |
| <b>STEP 3</b>  | Enter Case Number   |
| <b>STEP 4</b>  | Select Appellee Designation   |
| <b>STEP 5</b>  | Check if joint filing with another attorney   |
| <b>STEP 6</b>  | Select Party Filer  |
| <b>STEP 7</b>  | Browse, locate, review and attach your PDF document<br>(Include the Certificate of Service as part of the Appellee Designation PDF document.) |
| <b>STEP 8</b>  | Relate to Notice of Appeal  |
| <b>STEP 9</b>  | Review Docket Text  |
| <b>STEP 10</b> | Submit if accurate  |
| <b>STEP 11</b> | Back up if changes required   |
| <b>STEP 12</b> | Review Notice of Electronic Filing  |

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

Appellee Designation Filed by Alan Jackson on behalf of Wells Fargo Home Mortgage (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (Jackson, Alan)

